

# Reemployment Services and Eligibility Assessment (RESEA) – Creating a New Event

Workforce Technical Assistance  
August 13, 2019 – **Revised 9/10/19**



# Create a New Event - RESEA

**PATH:** [Schedules](#) > [Events Calendar](#)

Document Management
Search Documents

Schedules
Appointment Calendar
Events Calendar
Event Rosters

Other Staff Services
Labor Market Services
Assistance Center
Staff Online Resources
Staff Online Courseware
Geographic Solutions Community Site
Reports Catalog

Home
My Dashboard
Sign Out
Services for Individuals
Services for Employers
Quick Search

**Welcome to My Staff Workspace Margaret Corley.**  
This page allows you to customize the content you are interested in. Click on a button in the grid to access the details of a work item, or select another function from the menu on the left hand side of the screen.

My Staff Dashboard
My Staff Resources
My Staff Account
Directory of Services

My Messages
2 Unread Messages
0 Read Messages
Enter the Message Center

My Correspondence
0 Letters
0 Correspondence Templates
Enter the Correspondence Center

My Calendar
August 2019

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

0 New Appointments
396 Upcoming Events
Enter the Appointment Center

Surveys
By participating in the following surveys you will help us to improve our services.

- Fun Time
- Customer Feed Back
- How did we do?

Need help or more information

- Assistance Center
- Learning Center

Labor Market Services
Labor Market Facts
Area Profile
Industry Profile
Occupational Profile
Educational Profile
More Labor Market Services

Customer Relationship Management (CRM)
Marketing Leads
Contact List
Work Items
Appointments

Priority of Service
Office Location: 9000 TWC State Office ES
New Veterans: 0
Returning Veterans: 0

Saved Lists

Skip “Filter Criteria” and scroll to the bottom of the page | Click “[Add Event](#)” button to add a new event

Menu

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Quick Search

Enter Search...

My Staff Workspace

[My Staff Dashboard](#)
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Services for Workforce Staff

[Manage Individuals](#)
[Manage Employers](#)
[Manage Résumés](#)
[Manage Job Orders](#)
[Manage Labor Exchange](#)
[Manage Activities](#)
[Manage Case Assignment](#)
[Manage Surveys](#)

Reports

[My Reports](#)
[Summary Reports](#)
[Detailed Reports](#)
[Custom Reports](#)
[Ad-Hoc Query Wizard](#)
[Federal Reports](#)
[Live Data](#)

**Here you can view upcoming events for registration.**  
Click on an Event Title to see more details for that event.

[Manage Pool Counts](#)

Please enter filter criteria to view events.

[Hide Filter Criteria](#)

Filter Criteria

Zip Code:

Event Region:

None Selected

Event Office:

Event Category:

Event ID:

(Using Event ID will disable all other selected criteria)

State Wide Display:

☐ Yes
☒ No

Display Status:

All

[Filter](#) | [Reset Filter\(s\)](#)

Calendar View

today

Aug. 2019

Sun	Mon	Tue	Wed	Thu
28 RESEA ORIENTATION	29 abc job fair	30 First Day of School	31	1 Aug SEAL

[ [Print Current View](#) ]

Add Event

**Event Information:** Select RESEA as the Event Category. Add the Event Title as shown below and include the name, date, and time scheduled in the Event Title (this information will help you find the event on your Event Calendar | Enter Class Size, as appropriate. | Allow staff registration Over the class size: Answer: No | Click the **Next >>** button

Menu

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Quick Search

Enter Search...

My Staff Workspace

[My Staff Dashboard](#)  
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Services for Workforce Staff

[Manage Individuals](#)  
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[Manage Job Orders](#)  
[Manage Labor Exchange](#)  
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Reports

[My Reports](#)  
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Customer Relationship Management

**Use the form below to update/enter the information regarding the event.**  
use the back/next buttons or the progress bar links to navigate through the completed sections.

**Event 0**

Event Information Schedule/Calendar LWIA/Office Event Location Attendance Tracking Registration Method

Moderator

+ Indicates required fields.

For help click the information icon next to each section.

### Event Information

Event Category:

RESEA

Event Title:

RESEA Orientation | Date | Time Scheduled

Event Description:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

RESEA

[ Clear Text ]

Class Size:

40

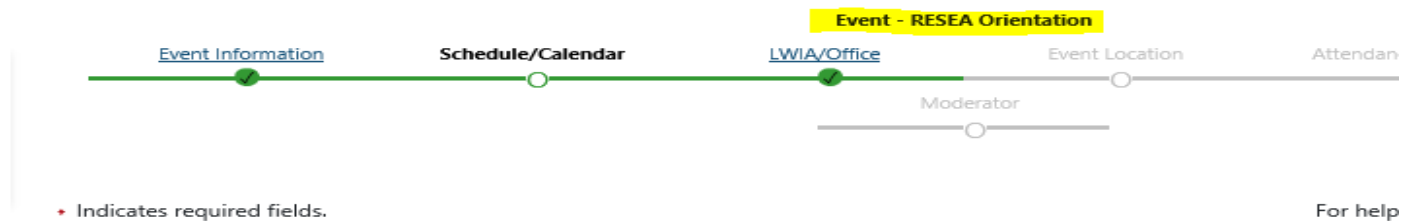
Allow staff registration over the class size:

☐ Yes
 ☒ No

[Exit Wizard](#)

Next >>

**Event Information:** Schedule | Calendar display details. “Schedule Type” can be recurring or one-time, as appropriate for your Workforce Solutions Office space and staffing capabilities.



## Schedule

• **Schedule Type:**

• **Display From:**  → Enter Date of Event

**Display Until:**  → Will duplicate Event Date

• **Start Time:**  → Enter Event Time

• **End Time:**  → Enter Event End Time

## Calendar

**Hidden Event:** ☐ Yes ☒ No

**Display to:** ☒ Staff ☐ Individuals ☐ Employers

[Exit Wizard](#)

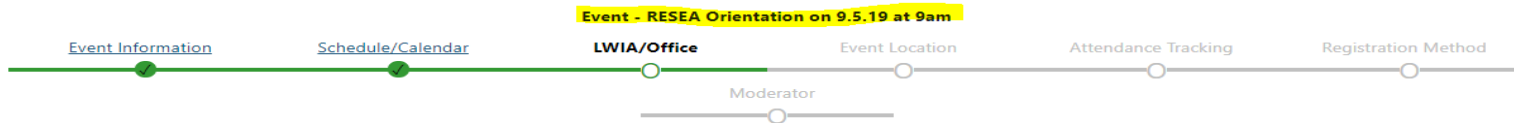
<< Back

Next >>

**Associated Office(s):** Event Region will display your Board. | Choose local assigned office from the “Event Office” dropdown menu. Click **Next >>**



**Use the form below to update/enter the information regarding the event.**  
use the back/next buttons or the progress bar links to navigate through the completed sections.



• Indicates required fields.

For help click the information icon next to each section.

### Associated Office(s)

The selected event category only allows a single office selection.

• **Event Region:**

Borderplex WF Board

• **Event Office:**

None Selected

[Exit Wizard](#)

### Associated Office(s)

The selected event category only allows a single office selection.

• **Event Region:**

Borderplex WF Board

• **Event Office:**

1107 WF SOL Borderplex Downtown

[Exit Wizard](#)

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Next >>

**Event Location:** “Copy address information from:” If you select your office from the dropdown menu and click “On Site Event,” the system will auto-populate the address information for the office selected. | If the event is occurring at an alternate location, leave “None Selected” in the “Copy address information from” dropdown menu, click “Off Site Event,” and manually enter the off site address | Click **Next >>**

**IMPORTANT:** Leave the “**Directions**” box Blank - if text is added in this field, it could cause the RESEA Orientation Letter mailing process to fail.



**Use the form below to update/enter the information regarding the event.**  
use the back/next buttons or the progress bar links to navigate through the completed sections.



• Indicates required fields.

For help click the i

## Event Location

**Copy address information from:**

None Selected  
321 WF Sol Cameron Old Alice

**Location Type:**

☒ On Site Event ☐ Off Site Event ☐ Online Event

**Organization:**

**Zip Code:**

**Directions:**

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[ Clear Text ]

[Exit Wizard](#)

<< Back

Next >>

**Event Location: cont.** | Once the office is selected – the Address, City, State, and Zip Code will pre-populate | This is how the completed page will appear | Click **Next >>**

**IMPORTANT:** **Leave the “Directions” box Blank** - if text is added in this field, it could cause the RESEA Orientation Letter mailing process to fail.

## Event Location

Copy address information from:

• **Location Type:**

Organization:

• **Address 1:**

Address 2:

• **City:**

• **State:**

• **Zip Code:**

Directions:

321 WF Sol Cameron Old Alice

☒ On Site Event ☐ Off Site Event ☐ Online Event

851 Old Alice RD

Brownsville

Texas

78520

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[ [Clear Text](#) ]

[Exit Wizard](#)

<< Back

Next >>

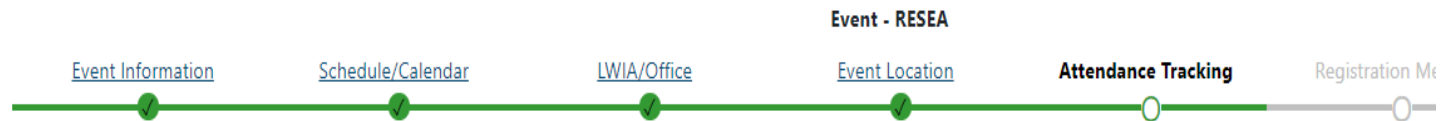


**Attendance Tracking: “Customer Group”** select “Self-Service/Registered Individual Only” from the dropdown list when scheduling an RESEA Orientation event | Click **Next >>**



**Use the form below to update/enter the information regarding the event.**

use the back/next buttons or the progress bar links to navigate through the completed sections.



\* Indicates required fields.

## Attendance Tracking

**Customer Group:**

[Exit Wizard](#)

None Selected ▼

None Selected

**Self-Service/Registered Individual Only**

Wagner-Peyser

JVSG

MSFW

<< Back

Next >>

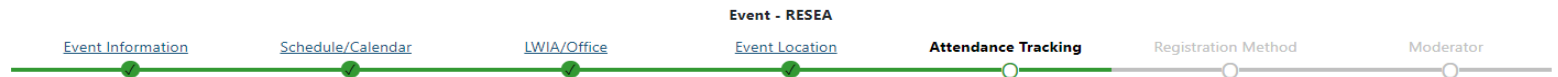
**Attendance Tracking – Tracked Services:** Highlight the RSO – (311, RSO) RESEA Orientation service for an RESEA orientation Event | Click the down arrow to move the highlighted service (RSO – (311, RSO) RESEA Orientation) to the bottom box |

**IMPORTANT:** The “RSO” service **must be moved down to the bottom box to work as a tracked service and auto-post** the RSO – RESEA orientation service to event attendees’ Activities – Service Plan page.



Use the form below to update/enter the information regarding the event.

use the back/next buttons or the progress bar links to navigate through the completed sections.



• Indicates required fields.

For help click the information icon next

## Attendance Tracking

Selected services will automatically be recorded without a Completion Code when users register for this event unless this event is to be tracked by ScanCard and a Scan-Out will be required for service(s) to be Recorded.

Customer Group:

Self-Service/Registered Individual Only ▼

Tracked Services:

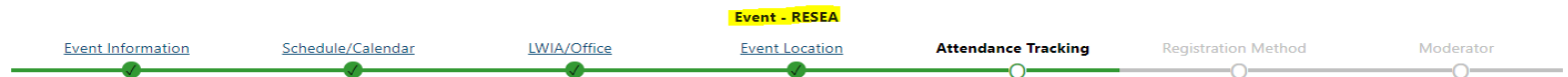
TAP - (111, TAP) Transition Assistance Program (TAP)  
 RR - (RR) Rapid Response  
**RSO - (311, RSO) RESEA Orientation**  
 ORI - (30, ORI) Workforce Services Orientation

RSO - (311, RSO) RESEA Orientation

**Attendance Tracking:** Once the RSO – (311, RSO) RESEA Orientation service has been moved to the bottom box, click **NEXT >>**

**IMPORTANT:** The “RSO – RESEA Orientation” service **must be moved down to the bottom box BEFORE** clicking NEXT >> otherwise the RSO service will not auto-post on the event attendee’s Service Plan page.

**IMPORTANT:** When rescheduling claimants for a future RESEA event, please ensure the RSO – RESEA Orientation (RSO) service is added to the future event through Attendance Tracking before rescheduling the claimant.



\* Indicates required fields.

For help click the information icon next to

## Attendance Tracking

Selected services will automatically be recorded without a Completion Code when users register for this event unless this event is to be tracked by ScanCard and a Scan-Out will be required for service(s) to be Recorded.

**Customer Group:**

Self-Service/Registered Individual Only ▼

**Tracked Services:**

OOR - (130, OOR) Other Orientation  
 ORI - (30, ORI) Workforce Services Orientation  
 RR - (RR) Rapid Response  
 TAP - (111, TAP) Transition Assistance Program (TAP) ▼

RSO - (311, RSO) RESEA Orientation

RSO - (311, RSO) RESEA Orientation

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Next >>

**Registration Method:** Select “No registration required” from the dropdown menu | Click **Next >>**

**IMPORTANT:** Leave the “Instructions” box Blank - if text is added in this field, it could cause the RESEA Orientation Letter mailing process to fail.

[Home](#)
[My Dashboard](#)
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**Use the form below to update/enter the information regarding the event.**  
use the back/next buttons or the progress bar links to navigate through the completed sections.

**Event - RESEA Orientation | Date | Time**

[Event Information](#)
[Schedule/Calendar](#)
[LWIA/Office](#)
[Event Location](#)
[Attendance Tracking](#)
[Registration Method](#)

Moderator

• Indicates required fields. For help click the information icon next to each section

### Registration Method

• **Registration Method:**

**Instructions:**

None Selected  
No registration required  
Register online  
Contact Event Moderator to register

are not allowed in this text box and will not be saved.

[ Insert Sample Text ] [ Clear Text ]

[Exit Wizard](#)

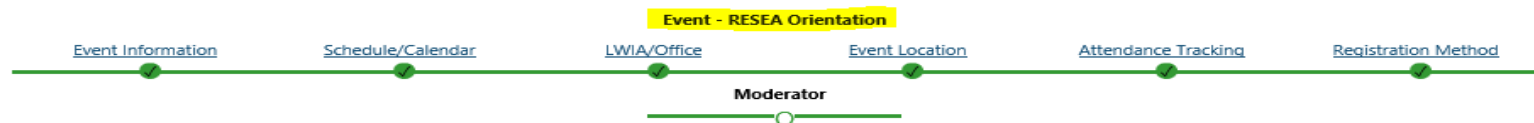
[<< Back](#)
[Next >>](#)

**Moderator:** The information on this screen is pre-populated but can be Edited if needed | Click **Finish** | This is the final step. Clicking **Finish** adds this RESEA Orientation event to your Events Calendar.



**Use the form below to update/enter the information regarding the event.**

use the back/next buttons or the progress bar links to navigate through the completed sections.



• Indicates required fields.

For help click the information icon next to each section

## Moderator



**Associated Staff/Moderator:**

**Prefix:**

• **First Name:**

**Middle Initial:**

• **Last Name:**

• **Phone:**   -

**Ext:**

**Fax:**

**Email:**

**Presenter:**

[Exit Wizard](#)

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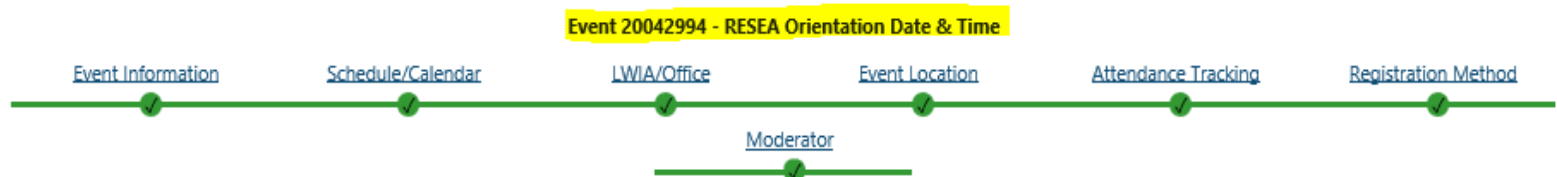
Finish

**Event Information:** Please review the RESEA event you just created to ensure all information is correct and to see your Event ID number. If edits are necessary, find the event on your events calendar and open to edit.



**Your event has been created.**

Use the links under the "What's Next" section to take the next step. You can also use the links in the progress bar to review/change the events details.



## Event Information

<b>Event ID:</b>	20042994	<b>Event Region:</b>	Capital Area WF Board
<b>Event Title:</b>	RESEA Orientation Date & Time	<b>Event Office:</b>	129 WF SOL Capital Area North
<b>Event Category:</b>	RESEA	<b>Moderator:</b>	MARIA ESPARZA
<b>Schedule Type:</b>	One Time	<b>Presenter:</b>	None Specified
<b>Event Location:</b>	6505 Airport Blvd STE 101 Austin, TX 78752		